*FIG. 1*

2/9

AIS FORMAL PEER
REVIEW PROCEDURE
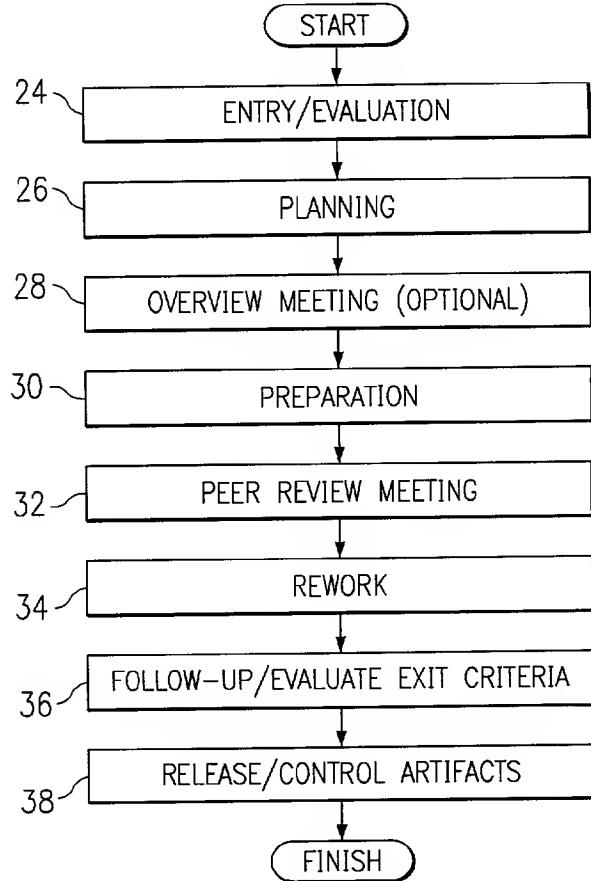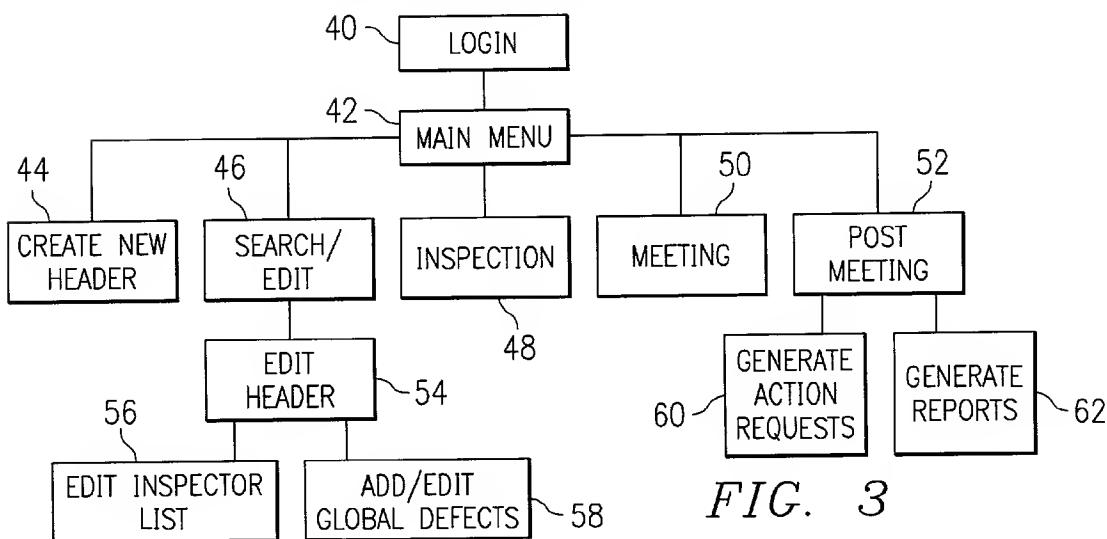
( START )

24 — ENTRY/EVALUATION

26 — PLANNING

28 — OVERVIEW MEETING (OPTIONAL)

30 — PREPARATION

32 — PEER REVIEW MEETING

34 — REWORK

36 — FOLLOW-UP/EVALUATE EXIT CRITERIA

38 — RELEASE/CONTROL ARTIFACTS

( FINISH )

*FIG. 2*

PRET PROGRAM FLOW

40 — LOGIN

42 — MAIN MENU

44 — CREATE NEW HEADER

46 — SEARCH/EDIT

INSPECTION — 48

50 — MEETING

52 — POST MEETING

EDIT HEADER — 54

56 — EDIT INSPECTOR LIST

ADD/EDIT GLOBAL DEFECTS — 58

60 — GENERATE ACTION REQUESTS

GENERATE REPORTS — 62

*FIG. 3*

*FIG. 4*

PRET Reports Screen



http://sptools.gvl.esys.com/pret/Reports/REPORTS_TOP.asp - Microsoft Internet Explorer

Click [N] to enter New report. Click [E] to Edit selected report name. Click [D] to Delete selected report.

Report Title | sptools

Select Report Type

Rollup Report

Click [C] to Clear the filter. Click [E] to Edit the filter.

E | C | Program

E | C | System

E | C | Subsystem

E | C | Baseline

PRET

E | C | PRET

E | C | Platform

C | Date Span

Start Date

End Date

Group By

⦿ None
○ Subsystem
○ Artifact
○ Program

Progress ???

View Report

Main Menu

# FIG. 5

Action Requests (ARs) Generated Report

---

**PRET Reports — Microsoft Internet Explorer**

# All ARs Generated for PRET# 334
Generated on: 9/11/2000 at: 9:00:26 AM CST

Author:                          Moderator:                          Artifact:
    Program: PROCESS    System: PROCESS    Subsystem: PRODUCT    Work Product ID:
AIS Peer Review Process    Open Version: V1    Notes: See Known Issues on Cover Sheet

---

AR Number: 1005073 Name:          Defect #: 14    Defect Type: CL    Priority: Minor

Identifier: Page Number              Number: 17    Paragraph/Line:

On page 17 of the 'AIS Peer Review Process' document under the 'Peer Review Meeting Groundrules', the next to the last bullet should have the word defect at the end. This will make that bullet read "Do not continue to the next defect until the Recorder has completed the last defect."

---

AR Number: 1005074 Name:          Defect #: 27    Defect Type: CL    Priority: Minor

Identifier: Page Number          Number: 17-17 Paragraph/Line:

Revision History date and rev are incorrect. What about title?

---

AR Number: 1005075 Name:          Defect #: 45    Defect Type: CL    Priority: Minor

Identifier: Page Number              Number: 17    Paragraph/Line: 3

Clarify meaning of —— Inspectors open the PRET header.

---

AR Number: 1005076 Name:          Defect #: 22    Defect Type: CO    Priority: Major

Identifier: Page Number              Number: 19    Paragraph/Line:

In the 'AIS Peer Review Process' document under Step 6, the first paragraph indicates that "the Author is required to enter all rework time in PRET for each defect." Because of recent modifications to PRET, this is no longer necessary.

---

AR Number: 1005077 Name:          Defect #: 26    Defect Type: OM    Priority: Major

Identifier: Page Number          Number: 19-20 Paragraph/Line:

---

|          Print          |          Reports Menu          |

# FIG. 6

All Potential Defects Report

---
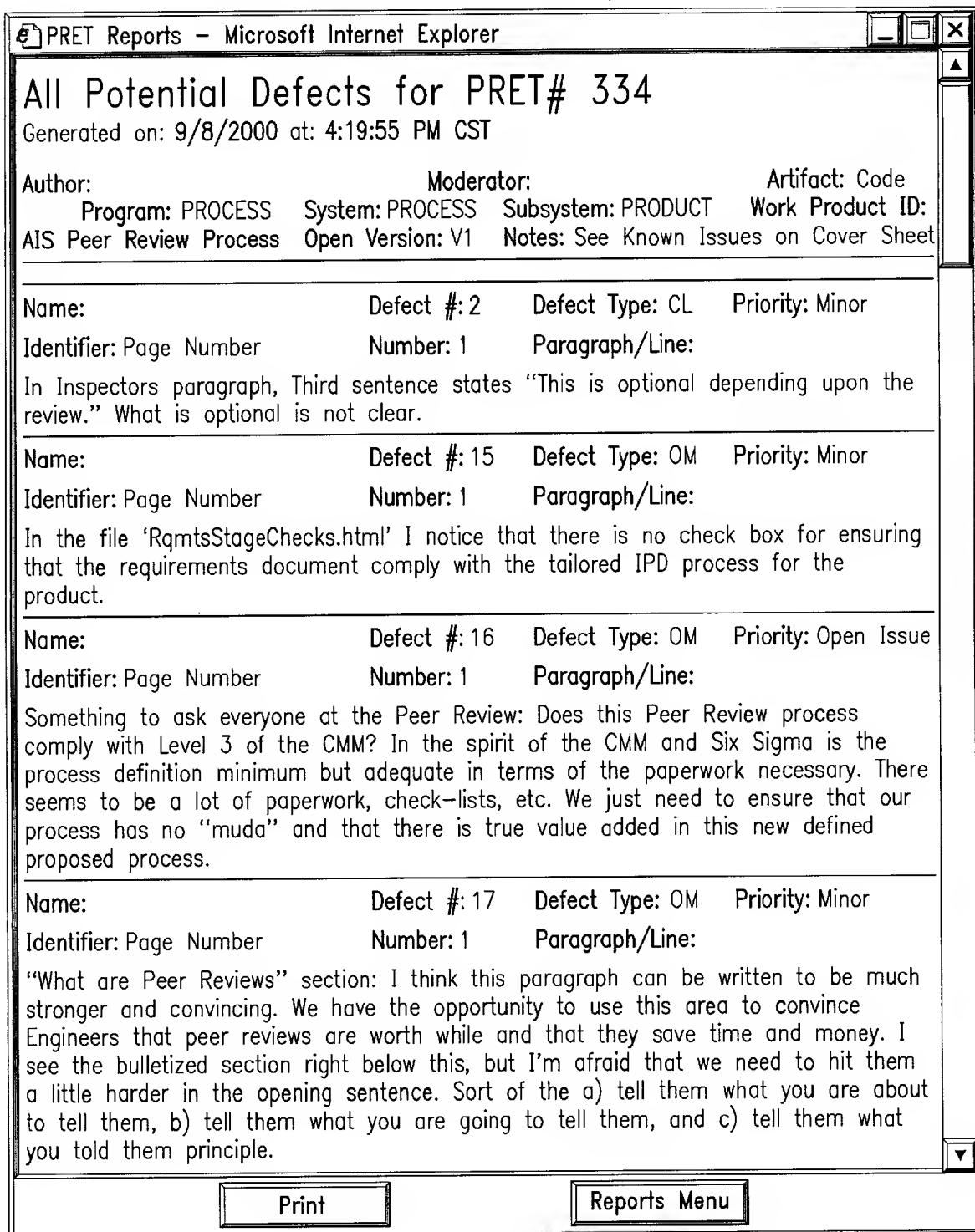
**PRET Reports – Microsoft Internet Explorer**

## All Potential Defects for PRET# 334
Generated on: 9/8/2000 at: 4:19:55 PM CST

Author:                                     Moderator:                                     Artifact: Code
   Program: PROCESS     System: PROCESS     Subsystem: PRODUCT     Work Product ID:
AIS Peer Review Process     Open Version: V1     Notes: See Known Issues on Cover Sheet

---

| Name: | Defect #: 2 | Defect Type: CL | Priority: Minor |
|---|---|---|---|
| Identifier: Page Number | Number: 1 | Paragraph/Line: | |

In Inspectors paragraph, Third sentence states "This is optional depending upon the review." What is optional is not clear.

---

| Name: | Defect #: 15 | Defect Type: OM | Priority: Minor |
|---|---|---|---|
| Identifier: Page Number | Number: 1 | Paragraph/Line: | |

In the file 'RqmtsStageChecks.html' I notice that there is no check box for ensuring that the requirements document comply with the tailored IPD process for the product.

---

| Name: | Defect #: 16 | Defect Type: OM | Priority: Open Issue |
|---|---|---|---|
| Identifier: Page Number | Number: 1 | Paragraph/Line: | |

Something to ask everyone at the Peer Review: Does this Peer Review process comply with Level 3 of the CMM? In the spirit of the CMM and Six Sigma is the process definition minimum but adequate in terms of the paperwork necessary. There seems to be a lot of paperwork, check-lists, etc. We just need to ensure that our process has no "muda" and that there is true value added in this new defined proposed process.

---

| Name: | Defect #: 17 | Defect Type: OM | Priority: Minor |
|---|---|---|---|
| Identifier: Page Number | Number: 1 | Paragraph/Line: | |

"What are Peer Reviews" section: I think this paragraph can be written to be much stronger and convincing. We have the opportunity to use this area to convince Engineers that peer reviews are worth while and that they save time and money. I see the bulletized section right below this, but I'm afraid that we need to hit them a little harder in the opening sentence. Sort of the a) tell them what you are about to tell them, b) tell them what you are going to tell them, and c) tell them what you told them principle.

---

|  Print  |  |  Reports Menu  |

# FIG. 7

All Meeting Defects Report

---

## All Meeting Defects for PRET# 334
Generated on: 9/11/2000 at: 9:11:29 PM CST

Author:                          Moderator:                    Artifact:
    Program: PROCESS   System: PROCESS   Subsystem: PRODUCT   Work Product ID:
AIS Peer Review Process   Open Version: V1   Notes: See Known Issues on Cover Sheet

---

| Name: | Defect #: 2 | Defect Type: CL | Priority: Minor |
| Identifier: Page Number | Number: 1 | Paragraph/Line: | |

In Inspectors paragraph, Third sentence states "This is optional
depending upon the review." What is optional is not clear.

Accepted: ◉
Rejected: ○

---

| Name: | Defect #: 15 | Defect Type: OM | Priority: Minor |
| Identifier: Page Number | Number: 1 | Paragraph/Line: | |

In the file 'RqmtsStageChecks.html' I notice that there is no check
box for ensuring that the requirements document comply with the
tailored IPD process for the product.

Accepted: ◉
Rejected: ○

---

| Name: | Defect #: 16 | Defect Type: OM | Priority: Open Issue |
| Identifier: Page Number | Number: 1 | Paragraph/Line: | |

Something to ask everyone at the Peer Review: Does this Peer Review
process comply with Level 3 of the CMM? In the spirit of the CMM
and Six Sigma is the process definition minimum but adequate in
terms of the paperwork necessary. There seems to be a lot of
paperwork, check-lists, etc. We just need to ensure that our process
has no "muda" and that there is true value added in this new defined
proposed process.

Accepted: ○
Rejected: ◉

---

| Name: | Defect #: 17 | Defect Type: OM | Priority: Minor |
| Identifier: Page Number | Number: 1 | Paragraph/Line: | |

"What are Peer Reviews" section: I think this paragraph can be
written to be much stronger and convincing. We have the opportunity
to use this area to convince Engineers that peer reviews are worth
while and that they save time and money. I see the bulletized
section right below this, but I'm afraid that we need to hit them a
little harder in the opening sentence. Sort of the a) tell them
what you are about to tell them, b) tell them

Accepted: ◉
Rejected: ○

---

Print          Reports Menu

# FIG.  8

All Red Line Defects Report

```
┌──────────────────────────────────────────────────────────────────────┐
│ ⟨e⟩ PRET Reports  -  Microsoft Internet Explorer        [_][□][×]      │
├──────────────────────────────────────────────────────────────────────┤
```

## All Accepted Red Line Defects for PRET# 334
Generated on: 9/11/2000 at: 9:16:17 AM CST

Author:                          Moderator:                     Artifact:
   Program: PROCESS    System: PROCESS   Subsystem: PRODUCT    Work Product ID:
AIS Peer Review Process   Open Version: V1   Notes: See Known Issues on Cover Sheet

| Name: | Defect #: 28 | Defect Type: CS |
|---|---|---|
| Identifier: Page Number | Number: 1 | Paragraph/Line: |

In the 'Inspection Checklist: Author', some bullets end with periods while other do not. Actually, this problem manifests itself in many of the artifacts in the packet.

| Name: | Defect #: 31 | Defect Type: CS |
|---|---|---|
| Identifier: Page Number | Number: 1 | Paragraph/Line: |

In the 'Individual Inspector Defect Log' and the 'Peer Review Meeting Log', the layout should be modified to make it fit horizontally onto one page. It should also fit onto one page vertically.

| Name: | Defect #: 36 | Defect Type: CS |
|---|---|---|
| Identifier: Page Number | Number: 1 | Paragraph/Line: |

In the 'Detailed Design Stage Checks', the text 'Is the logic correct according to the following:' seems to refer to the remaining bullets below it. However, in the 'AIS Peer Review Process' that same text only refers to the five bullets below it.

| Name: | Defect #: 24 | Defect Type: |
|---|---|---|
| Identifier: Page Number | Number: 5-5 | Paragraph/Line: |

2 should be spelled out.

| Name: | Defect #: 49 | Defect Type: |
|---|---|---|
| Identifier: Page Number | Number: 6-6 | Paragraph/Line: |

Prepare the Summary Report -- All of the information in this document can be entered in PRET and is not required if PRET is used. (information can be entered, but it is not useful, or should it be completed to complete the PRET Header?)

```
          [    Print    ]              [ Reports Menu ]
```

# *FIG. 9*

Summary Report

---

**e]PRET Reports — Microsoft Internet Explorer**     `_ □ ✕`

## Summary Report for PRET# '334'
Generated on: 9/8/2000 at: 3:29:45 PM CST

| WorkProductID: AIS Peer Review Process | Subsystem: PRODUCT | SoftwareSet: | ArtifactType: | Size: 27 pages | MeetingDate: 12-20-1999 |
|---|---|---|---|---|---|

---

Time Summary: (Time is in hours)     The gray columns indicate that the peer review is not closed and values in these columns may not be complete.

| | Planning: | Overview: | Inspection: | Meeting Time: | Rework: | Follow-Up: | Total: |
|---|---|---|---|---|---|---|---|
| Author: | 2.5 | 1 | 1 | 2 | 6.5 | X | 13 |
| Moderator: | 2.5 | 0 | 0 | 0 | X | 2.8 | 5.3 |
| Inspector: | X | 0 | 1 | X | X | X | 1 |
| Inspector: | X | 0 | 1.5 | X | X | X | 1.5 |
| Inspector: | X | 0 | 2 | X | X | X | 2 |
| Inspector: | X | 0 | 1.5 | X | X | X | 1.5 |
| Inspector: | X | 0 | 0 | X | X | X | 0 |
| Inspector: | X | 0 | 2 | X | X | X | 2 |
| Inspector: | X | 0 | 0 | X | X | X | 0 |
| Inspector: | X | 0 | 5 | X | X | X | 5 |
| Inspector: | X | 0 | 1.5 | X | X | X | 1.5 |
| Total: | 5 | 1 | 15.5 | 2 | 6.5 | 2.8 | 32.8 |

☑ Meeting Complete: 9/8/00 2:05:58 PM     ☐ Review Closed:

Work Item Appraisal:

# of Major Defects: 10     # of Minor Defects: 22     # of Open Issues: 1
# of Defects/Inspect Time: 41/ 15.5

| Print | | Reports Menu |
|---|---|---|

AR PROCESS FLOW          *9/9*

*FIG.  10*